



**GENERAL SERVICE  
ADMINISTRATION**  
**Federal Supply Service**  
*Authorized Federal Supply Schedule Price List*

**The Professional Services Schedule  
(PSS)**

**FSC Supply Group: 00CORP**

**FSC/PSC Code: R499**

Company Information	
Contractor:	CORTEK, Inc.
Address:	5444 Jefferson Davis Highway, Fredericksburg, VA 22407
Phone:	540-891-8315
Website:	www.cortek.com
Business Size:	Service Disabled Veteran Owned Small Business
Contract Number:	GS10F0330X
Contract Period:	June 24, 2011-June 23, 2021
Modification Number:	PO-0008 dated June 8, 2016

Contract Administrator Information	
Contract Administrator:	Norman A. Seals
Address:	5444 Jefferson Davis Highway, Fredericksburg, VA 22407
Phone:	540-891-8315
Fax:	540-891-5320
Email:	tseals@cortek.com

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CORTEK, Inc.

5444 Jefferson Davis Highway ♦ Fredericksburg, Virginia ♦ 22407 ♦ (540) 891-8315 ♦ FAX (540) 891-5320 ♦  
www.cortek.com



## Customer Information

1. Maximum Order Limitation: **SIN 874 1/RC: \$1,000,000**  
**SIN 874 6/RC: \$1,000,000**  
**SIN 874 7/RC: \$1,000,000**
  
- 1b. Minimum Order Limitation: **SIN 874 1/RC: \$100**  
**SIN 874 6/RC: \$100**  
**SIN 874 7/RC: \$100**
  
2. Geographic Scope of Contract: **Domestic**
  
3. Point of Production: **United States**
  
4. Discount from List Price or Statement of Net Price: **See Attached Price List (prices shown are net)**
  
5. Quantity Discounts: **None**
  
6. Prompt Payment Terms: **Net 30**
  
7. Notification That Government Purchase Cards Are Accepted Below the Micro-purchase Threshold:  
**Yes**
  
8. Notification That Government Purchase Cards Are Not Accepted Above the Micro-purchase Threshold:  
**Yes**
  
9. Foreign Items: **N/A**
  
10. Time of Delivery: **To be determined at task order level.**
  
- 10b. Expedited Delivery: **Contact Contractor**
  
- 10c. Overnight and 2 Day Delivery: **Contact Contractor**
  
- 10d. Urgent Requirements: **Contact Contractor**
  
11. F.O.B. point(s): **Origin**
  
12. Ordering Address: **5444 Jefferson Davis Highway**  
**Fredericksburg, VA 22407**

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- 13b. Ordering Procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).**
13. Payment Address: **5444 Jefferson Davis Highway  
Fredericksburg, VA 22407**
14. Warranty Provision: **No Warranty**
15. Export Packing Charges: **N/A**
16. Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micro-purchase Level).  
**CORTEK, Inc. does not accept the Government Purchase Card above the Micro-Purchase Threshold.**
17. Terms and Conditions of Rental, Maintenance, and Repair: **N/A**
18. Terms and Conditions of Installation: **N/A**
19. Terms and Conditions of Repair etc.: **N/A**
20. Terms and Conditions for any Other Services: **N/A**
21. List of Service and Distribution points: **N/A**
22. List of Participating Dealers: **N/A**
23. Preventive maintenance: **N/A**
24. Environmental Attributes: **CORTEK, Inc. will comply with any applicable guidelines/regulations associated with the services provided under this GSA Schedule.**
- 25a. Section 508 Compliance: **CORTEK, Inc. will ensure that the services provided under this contract will be in compliance with the Americans with Disabilities Act (ADA) by vigorously adhering to the accessibility checklist specified in Section 508.**
25. Data Universal Number System (DUNS) Number: **624780958**
26. Notification regarding registration in Central Contractor Registration (CCR) Database:  
**CORTEK, Inc. is registered in CCR.**

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**GSA Price List**  
**(SIN's 874 1/RC, 874 6/RC, 874 7/RC)**

	6/24/2016 6/23/2017	6/24/2017 6/23/2018	6/24/2018 6/23/2019	6/24/2019 6/23/2020	6/24/2020 6/23/2021
<b>Labor Category</b>	<b>Option Year 5</b>	<b>Option Year 6</b>	<b>Option Year 7</b>	<b>Option Year 8</b>	<b>Option Year 9</b>
<b>Analyst 1</b>	83.99	86.17	88.41	90.71	93.07
<b>Analyst 2</b>	86.94	89.20	91.52	93.90	96.34
<b>Analyst 3</b>	88.24	90.53	92.88	95.29	97.77
<b>Analyst 4</b>	90.95	93.31	95.74	98.23	100.78
<b>Analyst 5</b>	94.35	96.80	99.32	101.90	104.55
<b>Analyst 6</b>	104.75	107.47	110.26	113.13	116.07

<b>Business Process Analyst 1</b>	94.35	96.80	99.32	101.90	104.55
<b>Business Process Analyst 2</b>	105.45	108.19	111.00	113.89	116.85
<b>Business Process Analyst 3</b>	115.92	118.93	122.02	125.19	128.44
<b>Business Process Analyst 4</b>	128.11	131.44	134.86	138.37	141.97
<b>Business Process Analyst 5</b>	152.32	156.28	160.34	164.51	168.79
<b>Business Process Analyst 6</b>	170.81	175.25	179.81	184.49	189.29

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<b>Project Manager</b>	128.90	132.25	135.69	139.22	142.84
<b>Program Manager</b>	156.48	160.55	164.72	169.00	173.39
<b>Program Director</b>	190.39	195.34	200.42	205.63	210.98

<b>Subject Matter Expert 1</b>	165.01	169.30	173.70	178.22	182.85
<b>Subject Matter Expert 2</b>	183.97	188.75	193.66	198.70	203.87
<b>Subject Matter Expert 3</b>	197.07	202.19	207.45	212.84	218.37

<b>Engineer 1</b>	105.99	108.75	111.58	114.48	117.46
<b>Engineer 2</b>	115.12	118.11	121.18	124.33	127.56
<b>Engineer 3</b>	127.50	130.82	134.22	137.71	141.29
<b>Engineer 4</b>	131.97	135.40	138.92	142.53	146.24
<b>Engineer 5</b>	152.81	156.78	160.86	165.04	169.33
<b>Engineer 6</b>	165.06	169.35	173.75	178.27	182.91

<b>Administrative Analyst 1</b>	72.15	74.03	75.95	77.92	79.95
<b>Administrative Analyst 2</b>	74.67	76.61	78.60	80.64	82.74
<b>Administrative Analyst 3</b>	81.67	83.79	85.97	88.21	90.50

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## Labor Category Descriptions

### **Analyst 1**

Collects data from primary sources, records, or reports to assist in the compilation of parts of major project reports and/or to compile reports for projects with limited scope and complexity by reviewing data for accuracy and completeness and tabulating data or directing clerks who tabulate data. Creates visual presentations that depict the data collected and analyzed to clarify project information described in reports and presentations by constructing tables, charts and graphs; preparing them for publication; interpreting and explaining data in an understandable manner. Drafts portions of reports to ensure the timely and accurate presentation of project information and recommendations by describing purpose, methods, techniques, documentation of data, conclusions, and implementation. Facilitates project execution through training, documenting project activities, keeping records and calendars; establishing and maintaining tracking systems; troubleshooting and resolving problems; scheduling, developing agendas for and coordinating meetings; and writing progress reports. Participates in project meetings to inform others by presenting information; providing documents; drafting and editing reports, letters, and other written materials.

Education/Experience:

AA Degree and 5-10 years experience or BA/BS Degree and 0-3 years experience.

### **Analyst 2**

Collects data from primary sources, records, or reports to assist in the compilation of parts of major project reports and/or to compile reports for projects with limited scope and complexity by reviewing data for accuracy and completeness and tabulating data or directing clerks who tabulate data. Creates visual presentations that depict the data collected and analyzed to clarify project information described in reports and presentations by constructing tables, charts and graphs; preparing them for publication; interpreting and explaining data in an understandable manner. Drafts portions of reports to ensure the timely and accurate presentation of project information and recommendations by describing purpose, methods, techniques, documentation of data, conclusions, and implementation. Facilitates project execution through training, documenting project activities, keeping records and calendars; establishing and maintaining tracking systems; troubleshooting and resolving problems; scheduling, developing agendas for and coordinating meetings; and writing progress reports. Participates in project meetings to inform others by presenting information; providing documents; drafting and editing reports, letters, and other written materials.

Education/Experience:

AA Degree and 10 years experience or BA/BS Degree and 4-7 years experience.

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### **Analyst 3**

Collects data from primary sources, records, or reports to assist in the compilation of parts of major project reports and/or to compile reports for projects with limited scope and complexity by reviewing data for accuracy and completeness and tabulating data or directing clerks who tabulate data. Creates visual presentations that depict the data collected and analyzed to clarify project information described in reports and presentations by constructing tables, charts and graphs; preparing them for publication; interpreting and explaining data in an understandable manner. Drafts portions of reports to ensure the timely and accurate presentation of project information and recommendations by describing purpose, methods, techniques, documentation of data, conclusions, and implementation. Facilitates project execution through training, documenting project activities, keeping records and calendars; establishing and maintaining tracking systems; troubleshooting and resolving problems; scheduling, developing agendas for and coordinating meetings; and writing progress reports. Participates in project meetings to inform others by presenting information; providing documents; drafting and editing reports, letters, and other written materials.

Education/Experience:

BA/BS Degree and 8-10 years experience.

### **Analyst 4**

Collects data from primary sources, records, or reports to assist in the compilation of parts of major project reports and/or to compile reports for projects with limited scope and complexity by reviewing data for accuracy and completeness and tabulating data or directing clerks who tabulate data. Creates visual presentations that depict the data collected and analyzed to clarify project information described in reports and presentations by constructing tables, charts and graphs; preparing them for publication; interpreting and explaining data in an understandable manner. Drafts portions of reports to ensure the timely and accurate presentation of project information and recommendations by describing purpose, methods, techniques, documentation of data, conclusions, and implementation. Facilitates project execution through training, documenting project activities, keeping records and calendars; establishing and maintaining tracking systems; troubleshooting and resolving problems; scheduling, developing agendas for and coordinating meetings; and writing progress reports. Participates in project meetings to inform others by presenting information; providing documents; drafting and editing reports, letters, and other written materials.

Education/Experience:

BA/BS Degree and 11-14 years experience or MA/MS and 0-3 years experience.

### **Analyst 5**

Collects data from primary sources, records, or reports to assist in the compilation of parts of major project reports and/or to compile reports for projects with limited scope and complexity by reviewing data for accuracy and completeness and tabulating data or directing clerks who tabulate data. Creates visual presentations that depict the data collected and analyzed to clarify project

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information described in reports and presentations by constructing tables, charts and graphs; preparing them for publication; interpreting and explaining data in an understandable manner. Drafts portions of reports to ensure the timely and accurate presentation of project information and recommendations by describing purpose, methods, techniques, documentation of data, conclusions, and implementation. Facilitates project execution through training, documenting project activities, keeping records and calendars; establishing and maintaining tracking systems; troubleshooting and resolving problems; scheduling, developing agendas for and coordinating meetings; and writing progress reports. Participates in project meetings to inform others by presenting information; providing documents; drafting and editing reports, letters, and other written materials.

Education/Experience:

BA/BS Degree and 15-18 years experience or MA/MS and 4-6 years experience.

### **Analyst 6**

Collects data from primary sources, records, or reports to assist in the compilation of parts of major project reports and/or to compile reports for projects with limited scope and complexity by reviewing data for accuracy and completeness and tabulating data or directing clerks who tabulate data. Creates visual presentations that depict the data collected and analyzed to clarify project information described in reports and presentations by constructing tables, charts and graphs; preparing them for publication; interpreting and explaining data in an understandable manner. Drafts portions of reports to ensure the timely and accurate presentation of project information and recommendations by describing purpose, methods, techniques, documentation of data, conclusions, and implementation. Facilitates project execution through training, documenting project activities, keeping records and calendars; establishing and maintaining tracking systems; troubleshooting and resolving problems; scheduling, developing agendas for and coordinating meetings; and writing progress reports. Participates in project meetings to inform others by presenting information; providing documents; drafting and editing reports, letters, and other written materials.

Education/Experience:

BA/BS Degree and 15-18 years experience or MA/MS and 7 years experience.

### **Business Process Analyst 1**

Performs assessments of business process flows, develops re-engineering initiatives, presents alternatives, and implements BPI decisions for any section of management, organization, and business improvement services. Provides special functional or technical expertise in general management, organization, and business improvement services. Works independently or under the general guidance or in coordination with the Task Order/Project Leader. Supports strategic, tactical, and operational level planning.

Education/Experience:

AA Degree and 5-10 years experience or BA/BS Degree and 0-3 years experience.

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### **Business Process Analyst 2**

Performs assessments of business process flows, develops re-engineering initiatives, presents alternatives, and implements BPI decisions for any section of management, organization, and business improvement services. Provides special functional or technical expertise in general management, organization, and business improvement services. Works independently or under the general guidance or incoordination with the Task Order/Project Leader. Supports strategic, tactical, and operational level planning.

Education/Experience:

AA Degree and 10 years experience or BA/BS Degree and 4-7 years experience.

### **Business Process Analyst 3**

Performs assessments of business process flows, develops re-engineering initiatives, presents alternatives, and implements BPI decisions for any section of management, organization, and business improvement services. Provides special functional or technical expertise in general management, organization, and business improvement services. Works independently or under the general guidance or incoordination with the Task Order/Project Leader. Supports strategic, tactical, and operational level planning.

Education/Experience:

BA/BS Degree and 8-10 years experience.

### **Business Process Analyst 4**

Performs assessments of business process flows, develops re-engineering initiatives, presents alternatives, and implements BPI decisions for any section of management, organization, and business improvement services. Provides special functional or technical expertise in general management, organization, and business improvement services. Works independently or under the general guidance or incoordination with the Task Order/Project Leader. Supports strategic, tactical, and operational level planning.

Education/Experience:

BA/BS Degree and 11-14 years experience or MA/MS and 0-3 years experience.

### **Business Process Analyst 5**

Performs assessments of business process flows, develops re-engineering initiatives, presents alternatives, and implements BPI decisions for any section of management, organization, and business improvement services. Provides special functional or technical expertise in general management, organization, and business improvement services. Works independently or under the general guidance or incoordination with the Task Order/Project Leader. Supports strategic, tactical, and operational level planning.

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Education/Experience:

BA/BS Degree and 15-18 years experience or MA/MS and 4-6 years experience.

### **Business Process Analyst 6**

Performs assessments of business process flows, develops re-engineering initiatives, presents alternatives, and implements BPI decisions for any section of management, organization, and business improvement services. Provides special functional or technical expertise in general management, organization, and business improvement services. Works independently or under the general guidance or incoordination with the Task Order/Project Leader. Supports strategic, tactical, and operational level planning.

Education/Experience:

BA/BS Degree and 19 years experience or MA/MS and 7 years experience.

### **Project Manager**

Has management responsibility over a functional work unit within a organization. Serves as the functional discipline area lead, providing the technical resources and guidance to meet the demands of the task assignment(s), and is responsible for growing the technical capability of staff. Analyzes and reports performance measures and related statistics and supports functional training requirements. Identifies and assigns the given tasks. Develops the task implementation plan(s), and coordinates and implements through assigned technical staff. Responsible for the quality of the technical products produced by the task team, reviews the technical products, provides technical direction to the task members and manager, and supports TM s from other programs for multi-discipline tasks. Provides written and verbal reporting/presentations as needed.

Education/Experience:

BA/BS Degree and 5-7 years experience or MA/MS and 1-5 years experience.

### **Program Manager**

Has management responsibility over several functional work units within the organization. Serves as the expert in the units functional discipline area (s), providing management of the technical resources to meet the demands of the task assignment(s), and is responsible for building the work unit or departments technical capability and staff. Implements, analyzes, and reports performance measures. Conducts training on assigned functional disciplines. Responsible for the quality of the technical products produced by Project Manager(s) and staff, reviews the technical products and provides technical direction to the task members in the technical unit and supports Program/Project Managers from other programs for multi-discipline tasks. Provides written and verbal reporting/presentations as needed.

Education/Experience:

BA/BS Degree and 8-13 years experience or MA/MS and 6-8 years experience.

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### **Program Director**

Develops and implements the planning, organizing, controlling, integrating and reporting of recommendations for operational, engineering, and/or technical or functional programs processes. Insures proper organizational and or systems alignment for task planning and completion to meet organizational goals/objectives. Develops and implements performance measures and processes and establishes and conducts training programs. Serves as the expert within the functional tasks assigned. Advises and directs the Program Manager(s) in the development of the task implementation plan which includes the organizational assessment and process improvement recommendations. Participates in the review and acceptance of the plan by the Program Manager and the client.

Responsible for the quality of the technical products produced by the technical staff, reviews the work plan, draft products and provides technical direction to the task managers. Supports TMs from other programs for multi-discipline tasks.

Reviews the performance of the units personnel with inputs from the Task Managers. Provides written and verbal reporting/presentations as needed.

Education/Experience:

BA/BS Degree and 14 years experience or MA/MS and 9 years experience.

### **Subject Matter Expert 1**

Has extensive experience and expertise in one or more specific work areas such as program management, business improvement, group facilitation, training design and development. Considered a subject area expert by the Agency being supported. Provides expert advice, assistance, guidance, or counseling in area of subject expertise. Capable of conducting studies, analyses training programs, facilitating senior management working groups, or creating organizational assessments.

Education/Experience:

BA/BS Degree and 10-15 years experience.

### **Subject Matter Expert 2**

Has extensive experience and expertise in one or more specific work areas such as program management, business improvement, group facilitation, training design and development. Considered a subject area expert by the Agency being supported. Provides expert advice, assistance, guidance, or counseling in area of subject expertise. Capable of conducting studies, analyses training programs, facilitating senior management working groups, or creating organizational assessments.

Education/Experience:

BA/BS Degree and 16 years experience or MA/MS and 5 years experience.

### **Subject Matter Expert 3**

Has extensive experience and expertise in one or more specific work areas such as program management, business improvement, group facilitation, training design and development.

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Considered a subject area expert by the Agency being supported. Provides expert advice, assistance, guidance, or counseling in area of subject expertise. Capable of conducting studies, analyses training programs, facilitating senior management working groups, or creating organizational assessments.

Education/Experience:

PHD or MA/MS and 7 years experience.

### **Engineer 1**

Perform complex systems analysis, evaluation, design, integration, programming, validation and verification, documentation, maintenance and implementation. Has a thorough understanding of scientific, advanced technologies, and computer engineering, including design and implementation of algorithms, data structures, digital computer design, operating system, and computer hardware functions. Capable of leading junior software engineers in all phases of software design, development, integration, test, implementation, and support. Apply computer science principles and methods, including emerging or advanced, to complex engineering and scientific problems to result in automated solutions. Interface and coordinate with members in other technical disciplines, including testing / quality assurance, architecture, hardware, and others, as well as with users and customers to understand requirements. Develop and deliver technical reports, briefings, charts, graphs, and related documentation.

Education/Experience:

BS Degree and 0-3 years experience.

### **Engineer 2**

Perform complex systems analysis, evaluation, design, integration, programming, validation and verification, documentation, maintenance and implementation. Has a thorough understanding of scientific, advanced technologies, and computer engineering, including design and implementation of algorithms, data structures, digital computer design, operating system, and computer hardware functions. Capable of leading junior software engineers in all phases of software design, development, integration, test, implementation, and support. Apply computer science principles and methods, including emerging or advanced, to complex engineering and scientific problems to result in automated solutions. Interface and coordinate with members in other technical disciplines, including testing / quality assurance, architecture, hardware, and others, as well as with users and customers to understand requirements. Develop and deliver technical reports, briefings, charts, graphs, and related documentation.

Education/Experience:

BS Degree and 4-7 years experience.

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### **Engineer 3**

Perform complex systems analysis, evaluation, design, integration, programming, validation and verification, documentation, maintenance and implementation. Has a thorough understanding of scientific, advanced technologies, and computer engineering, including design and implementation of algorithms, data structures, digital computer design, operating system, and computer hardware functions. Capable of leading junior software engineers in all phases of software design, development, integration, test, implementation, and support. Apply computer science principles and methods, including emerging or advanced, to complex engineering and scientific problems to result in automated solutions. Interface and coordinate with members in other technical disciplines, including testing / quality assurance, architecture, hardware, and others, as well as with users and customers to understand requirements. Develop and deliver technical reports, briefings, charts, graphs, and related documentation.

Education/Experience:

BS Degree and 8-10 years experience.

### **Engineer 4**

Perform complex systems analysis, evaluation, design, integration, programming, validation and verification, documentation, maintenance and implementation. Has a thorough understanding of scientific, advanced technologies, and computer engineering, including design and implementation of algorithms, data structures, digital computer design, operating system, and computer hardware functions. Capable of leading junior software engineers in all phases of software design, development, integration, test, implementation, and support. Apply computer science principles and methods, including emerging or advanced, to complex engineering and scientific problems to result in automated solutions. Interface and coordinate with members in other technical disciplines, including testing / quality assurance, architecture, hardware, and others, as well as with users and customers to understand requirements. Develop and deliver technical reports, briefings, charts, graphs, and related documentation.

Education/Experience:

BS Degree and 11-14 years experience or MS and 3 years experience.

### **Engineer 5**

Perform complex systems analysis, evaluation, design, integration, programming, validation and verification, documentation, maintenance and implementation. Has a thorough understanding of scientific, advanced technologies, and computer engineering, including design and implementation of algorithms, data structures, digital computer design, operating system, and computer hardware functions. Capable of leading junior software engineers in all phases of software design, development, integration, test, implementation, and support. Apply computer science principles and methods, including emerging or advanced, to complex engineering and scientific problems to result in automated solutions. Interface and coordinate with members in other technical disciplines, including testing / quality assurance, architecture, hardware, and others, as well as with users and

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customers to understand requirements. Develop and deliver technical reports, briefings, charts, graphs, and related documentation.

Education/Experience:

BS Degree and 15-20 years experience or MS and 4-6 years experience.

### **Engineer 6**

Perform complex systems analysis, evaluation, design, integration, programming, validation and verification, documentation, maintenance and implementation. Has a thorough understanding of scientific, advanced technologies, and computer engineering, including design and implementation of algorithms, data structures, digital computer design, operating system, and computer hardware functions. Capable of leading junior software engineers in all phases of software design, development, integration, test, implementation, and support. Apply computer science principles and methods, including emerging or advanced, to complex engineering and scientific problems to result in automated solutions. Interface and coordinate with members in other technical disciplines, including testing / quality assurance, architecture, hardware, and others, as well as with users and customers to understand requirements. Develop and deliver technical reports, briefings, charts, graphs, and related documentation.

Education/Experience:

BS Degree and 20 years experience or MS and 7 years experience.

### **Administrative Analyst 1**

Under direction performs both administrative and technical duties. Collects and maintains work activity data and documentation such as survey data, time activities, user guides, training materials and other performance data reports. Under established procedures and working under immediate supervisor, analyzes collected data. Assist in responding to routine and non-routine inquiries using standard formats, refers unusual or complex inquiries to supervisor. Establishes and maintains confidential files and records. Under supervision prepares special reports.

Education/Experience:

AA Degree and 5-9 years experience or BA/BS Degree and 0-3 years experience.

### **Administrative Analyst 2**

Under direction performs both administrative and technical duties. Collects and maintains work activity data and documentation such as survey data, time activities, user guides, training materials and other performance data reports. Under established procedures and working under immediate supervisor, analyzes collected data. Assist in responding to routine and non-routine inquiries using standard formats, refers unusual or complex inquiries to supervisor. Establishes and maintains confidential files and records. Under supervision prepares special reports.

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Education/Experience:

AA Degree and 10 years experience or BA/BS Degree and 4-7 years experience.

**Administrative Analyst 3**

Under direction performs both administrative and technical duties. Collects and maintains work activity data and documentation such as survey data, time activities, user guides, training materials and other performance data reports. Under established procedures and working under immediate supervisor, analyzes collected data. Assist in responding to routine and non-routine inquiries using standard formats, refers unusual or complex inquiries to supervisor. Establishes and maintains confidential files and records. Under supervision prepares special reports.

Education/Experience:

BA/BS Degree and 8-10 years experience.

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

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